**SPEAKER LIAISON**

**Requirements**: Must have made a prior Awakening, Preferably someone that has staffed or given a talk before.

**Responsibilities**:

*Timing*

When speakers are ready to practice their talk, time them to make sure they aren’t too far from the time limit (10 minutes per talk) Also while listening to their talk, give them encouragement and ideas to help improve their talks.

*Outlines*

Make sure to gather the outlines of the talks before Staff Retreat. This is mainly to ensure that they have worked on their talks. This will also be useful when making their speaker liaison video.

*Speaker Liaison Video*

This is a short 5 minute video made by the speaker that is used to introduce their talk to p-staff. This video should be something that is relaxed and should include a brief overview of each speakers talk and should highlight key points and scripture verses that would be suitable for PL writing.

*Music*

Find out the pump up, reflection song, and praise, and worship songs (3) that each speaker wants to use. Make sure to get in contact with Music Staff Head with this information. Also keep this list with you at the retreat.

*Introductions/ Fun Facts*

Get a list of each speaker’s introduction (name, classification, major) & their fun fact so Rector & Coordinator can introduce each speaker.

*Hug Line Members*

Make a list of the Hug Line Members each speaker would like with them. (2-4 people). Inform the Hug Line Members before the retreat so they know to sneak away.

*Speaker Posters*

These are made by the speakers and contain a creative representation of their talk. The posters can highlight key aspects of the talk or include some sort of graphical representation of the talk. The posters are to be displayed on stage (preferably on a small table that has all of the previous speaker candles on it) during the talk. Then will be posted around the meeting room after the talk.

*Speaker Workshops*

Several workshops are required for speakers. These workshops are for speakers to get practice and feedback on talk. Not only this but also time to get things turned in and done, like posters and any other ideas incorporated.

*Other/ Miscellaneous*

Find out if the speakers need anything special for their talks, some might want props, etc. Be around to help the speakers whenever needed. You may want to hold a Speaker Retreat several weeks in advance. During this retreat (can be just one afternoon) pray together and have each speaker give their talks, whether one on one with head or with all speakers present.

*Palanca Letters* **-** Anything concerning a PLs – whether it is from retreatant’s/staffer’s family, monasteries, or fellow staffer. Organize the PL boxes, making copies of PLs, etc. This also includes sending out letters to families and monasteries.

During retreat receiving PLs from P-Site Saturday night and sorting PLs into Retreater/Staffer Envelopes